



Prescription Pad Order Payment & Processing Guide

From the DPS Controlled Substances Home Page...

<http://www.txdps.state.tx.us/rsd/ControlledSubstances/index.htm>

... or the DPS Texas Prescription Program Home Page...

<http://www.txdps.state.tx.us/RSD/PrescriptionProgram/index.htm>

1. For Prescription Pad order payment Select 'pay online' or 'Click to get started'

Texas Department of Public Safety
Courtesy ~ Service ~ Protection

DPS HOME SERVICES EMPLOYMENT ABOUT US

Select Language

Regulatory Services Home

Controlled Substances

Laws & Regulations

Licensing & Registration

Texas Prescription Program

Reports & Statistics

News & Updates

Forms

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Contact Us

Controlled Substances Registration

Online Pay available for Prescription Pad Orders
Practitioners and mid-level practitioners with a valid controlled substances registration are now able to **pay online** for their prescription pad orders.
After payment is made online:

1. Electronically complete your **Prescription Pad Order Form**.
2. Go to **Contact Us** to submit your payment receipt and order form by selecting **Texas Prescription Program** then **Submit completed prescription pad order form**.

Hydrocodone products are now Schedule II Controlled Substances
Hydrocodone Combination Products (HCPs) have been moved from Schedule III to the more-restrictive Schedule II, effective Oct. 6, 2014. The U.S. Drug Enforcement Administration's rescheduling of HCPs as a Schedule II Controlled Substance will increase restriction on prescribing and dispensing practices for HCPs. See **Hydrocodone: Schedule II Controlled Substance** for more information.

Notice to physicians licensed by the Texas Medical Board (TMB) under Texas Occupations Code, Chapter 156:

DPS now offers Online Payment for Prescription Pads
Click to get started!



2. You will be directed to the Prescription Pad Payment website:

www.texas.gov/RxPadOrder

Note: If using Microsoft Internet Explorer, allow a few seconds for the page to fully load

Texas Department of Public Safety
Texas Prescription Pad Payment

Welcome

Welcome to the Texas Prescription Pad Payment system. You can use this service to:

- Submit payment for Prescription Pads for Schedule II Controlled Substances (100 prescriptions per pad)
- **IMPORTANT: DPS Regulatory Services cannot provide Prescription Pads until a completed order form has been submitted through our secure Contact Us site.** The order form may be downloaded from the DPS Regulatory Services website using the resource link at the bottom of this page.

Service Details
Prescription Pads: \$9.00 each, 100 prescriptions per pad

Number of Pads
Required:

Full Name
Required:

VALID CSR Number
Required:



3. Enter all required information and submit payment.
4. Print and Save the receipt page to your computer.
5. Select the hyperlink for official **Prescription Pad order form**

Your payment was successful. Texas.gov will remit the amount paid to the agency on your behalf. You may print this page for your records. You will also receive an email confirmation of this transaction.

Date Ordered: 10/14/14 8:34:13 AM EDT
Trace Number: 405RX60231091
Payment Method: CC
Credit Card Number: XXXX6781
Texas.gov Price: \$11.25




Follow the steps below to complete your prescription pad order:

1. Download and complete your **official Prescription Pad order form**.
2. Upload the completed order form (signature required) along with this receipt through DPS secure website.
3. Please allow 30 days for delivery.

For questions about your Prescription Pad Order with the Texas Department of Public Safety, please submit a secure email through the Regulatory Services Division website or contact by phone at (512) 424-7293.

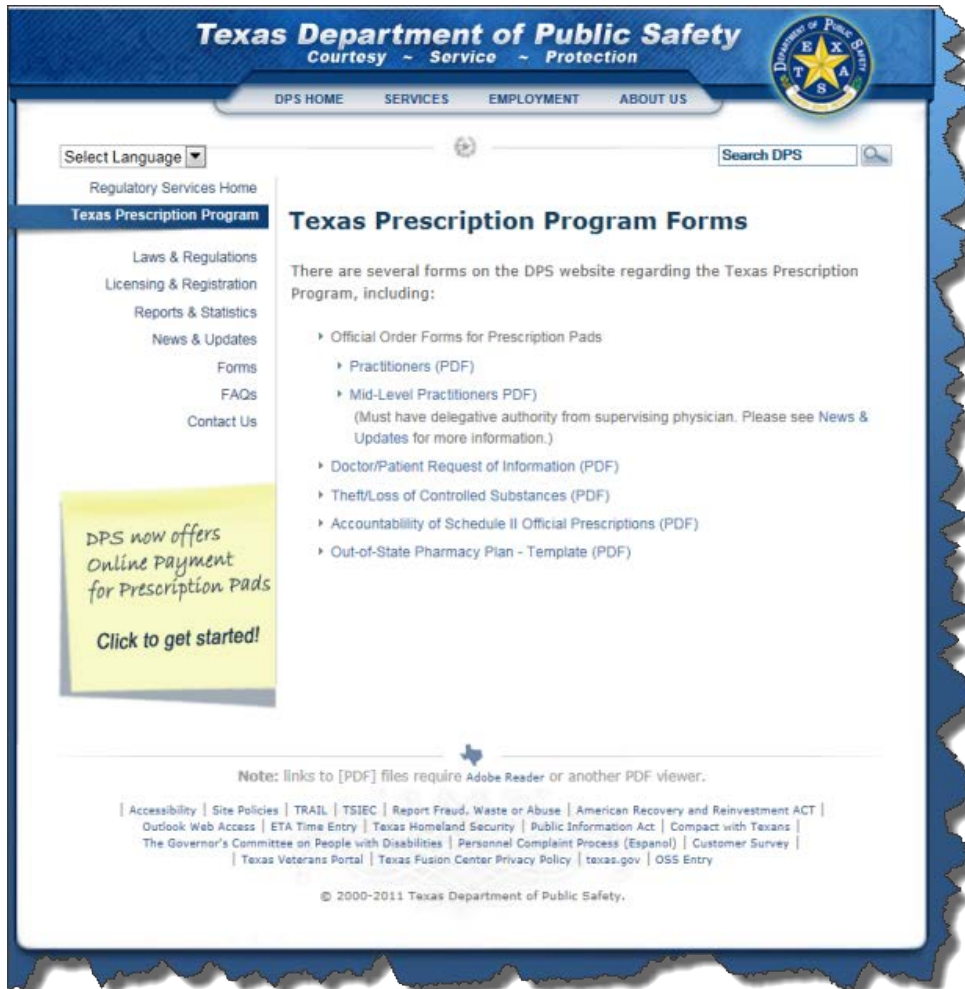
Print Receipt

Thanks for taking it online!

-  Tell us about your experience. Please take a short survey.
-  Check out some of the other online services offered by Texas.gov.
-  Become a Texas.gov Fan and Follow Us on Twitter.



6. From Texas Prescription Program Forms page, select the appropriate prescription pad order form. (fillable PDF forms)



7. Fill in the order form, print and SIGN. Scan the completed form into your computer.

8. Continue to the Contact US page to complete the order process

<http://www.txdps.state.tx.us/rsd/contact/default.aspx>



9. Select **either** 'Controlled Substances' or 'Texas Prescription Program' from the drop-down list of Regulatory Services Division [RSD] programs...

Texas Department of Public Safety
COURTESY - SERVICE - PROTECTION

DPS HOME SERVICES EMPLOYMENT ABOUT US

Select Language

Regulatory Services

RSD Leadership
Contact Us

RSD Contact Us

The Regulatory Services Division (RSD) Contact Center now offers extended hours to better serve its customers.

Representatives are available to assist you from 7 a.m. to 7 p.m., by phone or email by completing the form below.

*Please choose the program for which you need assistance:

Note: All required (*)

*Option:

- Controlled Substances Registration
- Private Security
- Texas Prescription Program
- Precursor Laboratory Apparatus
- Vehicle Inspection
- Capitol Access Pass

Note: links to [PDF] files require Adobe Reader or another PDF viewer.

Accessibility | Site Policies | TRAIL | TSIEC | Report Fraud, Waste or Abuse | American Recovery and Reinvestment ACT | Outlook Web Access | ETA Time Entry | Texas Homeland Security | Public Information Act | Compact with Texans | The Governor's Committee on People with Disabilities | Personnel Complaint Process (Exempt) | Customer Survey | Texas Veterans Portal | Texas Fusion Center Privacy Policy | texas.gov | OSS Entry

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10. Select 'Submit completed prescription pad order' from 'Select Options'

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COURTESY - SERVICE - PROTECTION

DPS HOME SERVICES EMPLOYMENT ABOUT US

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RSD Contact Us

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Representatives are available to assist you from 7 a.m. to 7 p.m., by phone or email by completing the form below.

*Please choose the program for which you need assistance:

Note: All required fields are identified by an asterisk (*)

*Option:

- Select Option
- Status check of Controlled Substances Registration (CSR)
- Submit completed CSR renewal application
- Submit completed CSR modification form
- CSR question
- Submit completed prescription pad order form
- Prescription pad questions

Note: links to [PDF] files require Adobe Reader or another PDF viewer.

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11. Enter all required fields
12. Select Browse to attach both the completed order form and the receipt page (should already be saved on your computer)
13. Click on the Attach button
14. Click Submit

Your order has now been submitted to DPS. Please allow 30 days for fulfillment.

The screenshot shows the 'RSD Contact Us' form on the Texas Department of Public Safety website. The form is titled 'RSD Contact Us' and includes a search bar and a 'Select Language' dropdown. The main content area contains a message from the Regulatory Services Division (RSD) and a form for submitting a prescription pad order. The form includes fields for business name, first and last name, email, and CSR registration number. It also has a section for attaching files, with instructions on how to use the 'Browse' and 'Attach' buttons. The form is framed by a blue border with a star pattern.

Texas Department of Public Safety
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DPS HOME SERVICES EMPLOYMENT ABOUT US

Select Language: Regulatory Services

RSD Leadership Contact Us

RSD Contact Us

The Regulatory Services Division (RSD) Contact Center now offers extended hours to better serve its customers. Representatives are available to assist you from 7 a.m. to 7 p.m., by phone or email by completing the form below.

*Please choose the program for which you need assistance:

Controlled Substances Registration

Note: All required fields are identified by an asterisk (*)

*Option: Submit completed prescription pad order form

Submit both your completed prescription pad order form AND payment receipt on this page to order your prescription pads. If you have not yet processed payment for your prescription pads, go to Texas Prescription Pad Payment

*Business Name:

OR

*First Name:

*Last Name:

*Email:

*Please re-enter Email:

Controlled Substances Registration Number (CSR):

CSR Expiration Month: Select Month:

CSR Expiration Year: Select Year:

Attached file(s)

When you are attaching your supporting documents, please make certain to follow all the following steps:

1. For each supporting document you will be submitting, first select the "Browse" box; and from your computer choose the specific file you would like to attach. Up to five documents can be selected.
NOTE: Only .doc, .pdf, .jpeg and .gif file formats can be attached.
2. Total attachments must be less than 10 megabytes.
3. Once you have used the "Browse" button to select all of the supporting documents you want to submit, next click on the "Attach" button to simultaneously attach all of your documents.
NOTE: You must "Attach" all supporting documents at the same time, before you click on the "Submit" button.
4. After you have attached the supporting documents, then select the "Submit" button.

Contact us by phone:
(512) 424-7293

Contact us by mail:

Mail Including Payment:
Texas Department of Public Safety
PO Box 15885
Austin, TX 78761-5888

Mail Without Payment:
Texas Department of Public Safety
Texas Prescription Program
PO Box 4087
Austin, TX 78773-0439